

Select Board Work Session Minutes

January 14, 2025

Via Zoom Platform (Hybrid)

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Susan Girard-Irwin-Member; Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Holly Ballard-Gardner (Truro Resident); Peter Cook (Truro Resident); Sue Lichtenstein (Truro Resident); Isadora Medley (Truro Resident); Chris Nagle (Truro Resident); Harry Irwin (Truro Resident); Michael Forgione (Truro Resident); Chris Lucy (Truro Resident)

Chair Areson opened the meeting at 5:01 am and read aloud the information for members of the public to join the meeting. She stated that comments and votes would not be taken during the work session.

EXECUTIVE SESSION MINUTES REPORT

PUBLIC COMMENT

Chair Areson read aloud the rules for the public to follow when making public comments.

Chair Areson recognized the following individuals who made public comments: Michael Forgione who was concerned that DPW Facility does not have a designer chosen via competitive bidding, a designated site, budget considerations and whether it will be presented in an article at Town Meeting; Darrin Tangeman who entered a correction and an apology to Mr. Janoplis for statements about the DPW Facility made in the Truro Talks article.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

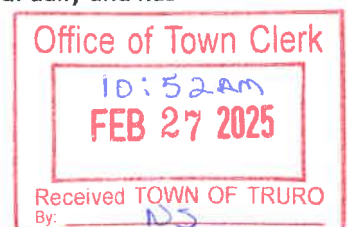
None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment of Members to the Ad Hoc Town Seal Committee (Five Full-Members and One Alternate Member): Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, Chris Nagle, Apryl Shenk

Holly Ballard-Gardner (Truro Resident):

Holly Ballard-Gardner works as Head of Strategy and Marketing for a consulting firm where they work on visual identity and branding development work. She believes she would be an asset to the group because she sees this as a way to represent Truro's history and what is important in the town. She is currently chair of the cemetery commission and has been on committees for museums, school boards, fundraising events and has worked on many non-profit teams. She sees the town seal daily and has



noticed the historical inaccuracies it contains and would like an opportunity to create a modern seal that still honors the character of the original.

Peter Cook (Truro Resident):

Peter Cook is the transfer station supervisor, the vice chair of Truro school committee, and a member of the wellness committee. He stated he feels this is a good time to modernize the seal. He has been researching the history of the seal and has noticed some ways it can be changed to reflect Truro. Peter Cook's history of being on many different committees demonstrates his ability to work on a team. He has done some video editing and has assisted with advertising and branding.

Sue Lichtenstein (Truro Resident):

Sue Lichtenstein was born in Truro, and her family has been here for many generations. She is an artist who has done designing for art exhibitions of her own work and for group shows. She curated shows for a gallery in New York City for about ten years. She is looking to get more involved in the town.

Isadora Medley (Truro Resident):

Isadora Medley grew up in Truro. She has worked on many brand and marketing initiatives and is employed as a creative director, where she manages teams of designers. She knows the technical details needed to create a new seal and has many connections to artists in the town. She believes the seal should represent the people of Truro better since it currently has many historical inaccuracies.

Chris Nagle (Truro Resident):

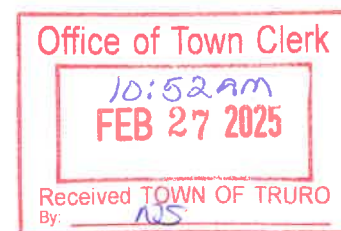
Chris Nagle has been a resident of Truro for seventeen years. He has been involved in residential design as well as the design of graphics and logos. It is notable that he was on the Chamber Board in Eastham, and he was very involved in the art direction for the logo on the sign as you enter Eastham that features Nauset Lighthouse. He has also designed logos for local businesses. He has had his own art gallery. He sees this as an exciting opportunity to reflect on what can represent the town graphically in a modern way. He feels Native Americans should be involved in creating a new seal and believes it should show the history, ideals, and inclusivity of the town.

Apryl Shenk (Truro Resident):

Apryl Shenk was not in attendance to be interviewed.

Chair Areson suggested appointing the five individuals interviewed to the committee, and if the sixth applicant would like to be interviewed there is still an alternate member position to which they could appoint her.

Member Rein made a motion to appoint as full members Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, and Chris Nagle to the Ad Hoc Town Seal Committee for a two-year term which expires June 30, 2026.



Co-Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

- B. Interview and Appointment for Full-Member and Possible Appointment of Alternate-Member to the Energy Committee: Paul Holt (New Applicant) and Harry Irwin (Current Alternate)

Paul Holt (Truro Resident):

Paul Holt was unable to attend the meeting to be interviewed.

Harry Irwin (Truro Resident):

Harry Irwin is currently an alternate member of the committee and would like to become a full member. He has fifty years of experience in residential construction in Boston and on the Cape. He has been on the Energy Committee for a year and a half.

Co-chair Weinstein made a motion to appoint Henry Irwin to fill the full member vacancy of the Energy Committee with an end date of June 30, 2026.

Member Rein seconded the motion

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

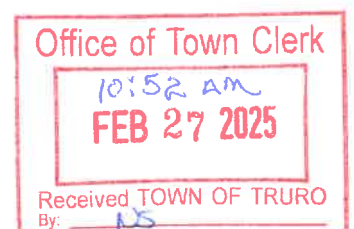
So voted, 5-0-0, motion carries.

STAFF/ COMMITTEE UPDATES

- A. Public Works Update: Snows Landing, Pamet Harbor North Jetty, Longnook Beach Access, and Public Works Facility Phase 2

Presenter: Jarrod Cabral DPW Director

Snow's Landing: DPW Director Cabral stated that there is a question of ownership for Snow's Landing,. He has pulled the records for the property and stated there had been a recommendation for a survey of road ownership, but it was not completed. He found that there is a homeowner that owns the Landing so the public cannot visit or store items at that property. He is unsure if the town has ever owned the Landing and stated that habitual use and access by the public does not change allowance of public access, other than to fish, fowl, and navigate on the water. The lower part of Meeting House Road is not confirmed as town owned, so it never went to town meeting or was surveyed.



Truro Resident Roberta Lema, who spoke to family of the owners, stated that she had been told that the new owner would not bother anyone who wanted to use the Landing, but then asked visitors to leave. Jarrod Cabral stated he would have to request that KP Law review Jonathan's legal opinion and then advise them on what to do next, perhaps a survey and a title search. They could get a cost estimate for the survey and bring it back to the Select Board for discussion.

Co-chair Weinstein made a motion to authorize the town manager to seek KP's advice and opinion on how to go forward with researching and a survey of Snow's Landing,

Member Rein seconded.

Co-chair Weinstein suggested amending the motion to state performing an estimate for a survey because the current estimate is very outdated. Chair Areson noted this as an amendment to the original motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

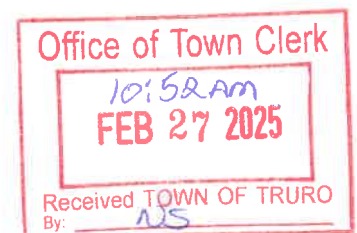
Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

Pamet Harbor North Jetty: DPW Director Cabral will request a reserve fund transfer for sand nourishment, estimated at \$48,000, and a truck to get to the site, for a total of \$54,000. The top portion has been eroded away and the repair for that is estimated to be between \$50,000-\$60,000, not including any sand. DPW Director Cabral suggested it may be best to nourish the jetty with sand annually and not repair the coir envelope. They may be able to provide an alternative that is more permanent next year after Woods Hole finishes their study, but there will still be at least four more years of nourishment. He requested funding from the budget task force, \$72,000 for nourishment and the truck, and that total includes nourishment for Beach Point and Great Hollow. In response to a question, he stated that they have not historically gotten enough sand from the maintenance dredging of the channel and the basin, but they would take any sand from that process.

The town must complete design, permitting, which takes at least two years, and then a bid for construction. There is an existing permit that prevents them from extending the jetty north, so they would have to submit a new permit. Woods Hole is exploring extending the jetty further into the dune, but they are currently not allowed to put any kind of permanent structure in the dune. They would have to show that the method being used now, which is the preferred solution, has not been effective.

Longnook Beach Access: DPW Director Cabral stated that before Christmas, town staff met with National Park Service (NPS) staff and discussed Longnook Beach. They hoped to receive a special permit, as long as the town was not expanding beyond the already undisturbed land. NPS said the FAA owns the land south of the access point on the beach. He learned at a meeting with NPS today that their plan for projects throughout the Cape includes inspections by archaeology first. They discussed ownership and Jennifer Flynn wants to treat the land as NPS owned so the permit for final design is not delayed. The next steps is to take the Wood Hole group alternative, move to final design and document the scope of work and review it with NPS.



Questions for the FAA will hopefully be addressed at the meeting on Thursday, and DPW Director Cabral invited NPS to see what they say about ownership. The archaeologist did his own research on ownership and feels NPS owns the south portion of the beach, where the path is located now. Jennifer Flynn feels the FAA may look to NPS for permitting as a federal agency. Once the special permit is in place for this year, the work will only take about four days. They would like to finish the project for this year and then address a longer O&M plan once we know the erosion over time and maintain a path every year. The path currently is partially on NPS property. This process has to be complete by April 15 and their goal is April 1.

Public Works Facility Phase 2: DPW Director Cabral stated that the remediation work for the parcel behind his office is \$2 million. The area would have to be capped with asphalt or a lining, like the one that is used at the transfer station. It is recommended by HRP to cap it with asphalt. It is not recommended, however, to build on it. A structure cannot be built on the area behind DPW Director Cabral's office. They have five years to do remediation on the land, and the clock starts once a report is filed with DEP. The costs for the end of this fiscal year are \$250,000 for the remaining environmental testing and reports for DEP. HRP advised that the town budget \$200,000 a year for the next five years to do reporting and monitoring of the site, as well as potential maintenance and water filtration systems, which DPW Director Cabral has put into the CIP plan. There are 22 homes around the site that need water testing, which will begin tomorrow with the 8-10 homes that have volunteered.

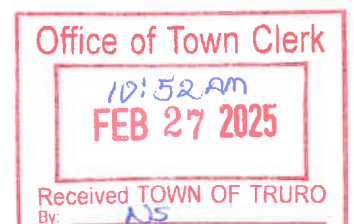
Regardless of the site chosen for the DPW facility, the town is still responsible for capping the area within the next five years. DPW Director Cabral did not know of any grants available to help fund this project. He stated that nothing can be built on the capped area, and it could only be driven on. At least 300 square feet need to be capped, but the current design of the facility does not use that area.

DPW, the OPM, and Weston and Sampson had a meeting on Friday to see what variations of the building design and the square footage that is needed will cost. DPW Director Cabral spoke to Town Counsel about an announcement for final design and noted that the RFQ in 2018 the feasibility study was written so Weston and Sampson, who was contracted for that study, could also do the final design. This is preferable to avoid slowing down the process. The town would save money by presenting a design at this year's Town Meeting.

The Study Group is updating their plan to use the buildable land, and they will present it at the Ad Hoc Building Committee meeting. Anthony Garrett of the Study Group and Ad Hoc Building Committee requested to meet with the OPM and Weston and Sampson to review the plan. Once the conceptual work is approved, DPW Director Cabral would like to follow the guidance of Paul Millett to present a final design proposal to the town. There is not a budget for the design, but costs will be checked by EP and Town Counsel. The cost will be based on conceptual work and market costs. There will hopefully be an estimate in time for Town Meeting.

The Ad Hoc Building Committee may be entertaining another proposal by the DPW Study Group that is not peer reviewed, and Town Manager Tangeman is concerned that this may impact the vote at Town Meeting. The Ad Hoc Building Committee liaison Member Girard-Irwin stated that she will speak to them about the issues that come with another proposal. Vice Chair Weinstein stated that the OPM has not reviewed the site at 340 Route 6, for which the engineering firm has submitted plans.

The Board discussed whether they should put deadlines in place to get a design to Town Meeting. The design will also designate the site. This will go on a future Select Board agenda, and they will invite the



OPM and the Ad Hoc Building Committee to the meeting. The OPM and the Ad Hoc Building Committee should bring building estimates, which does not include the costs for remediation, to the select board by early March.

The OPM needs to do a site cost analysis for the site at 340 Route 6 and an environmental study. The Phase 1 environmental study cost is \$20,000, and the cost of more testing is \$121,000. Once Phase 1 is completed, they will know if Phase 2 is recommended. Town Manager Tangeman stated that though they could find funding for Phase 1, he is unsure the town could fund Phase 2 at that site. Chair Areson expects that land at 340 Route 6 will be used for something eventually or plans for the DPW Facility could be cheaper at that site so they should do a Phase 1 environmental study.

Vice Chair Weinstein made a motion to authorize the Town Manager to use available funding for a Phase 1 study of 340 Route 6.

Member Rein seconded.

Clerk Medoff stated that she needs more data and information on the Route 6 site, so she would abstain.

Vice Chair Weinstein withdrew the motion since there was not a vote indicated on the agenda.

At the beginning of March they should have the correct language to allow a warrant article to be written. DPW Director Cabral and Town Manager Tangeman will sit with the consultant and do backwards planning to determine when the design needs to be presented to Select Board to then be placed on the Town Meeting warrant.

Chair Areson opened the floor to public comment. Truro Resident Chris Lucy, a DPW employee asked if it was known what the specific source of the PFAS was at the site so they can make sure they are not unknowingly still using these chemicals - DPW Cabral stated that identification is possible through forensic testing, but that they believe it is from dumping catch basin sweepings and street sweepings in the area behind his office; Mike Forgione stated that six months ago voters gave the town \$2.8 million and that they knew the next phase required a designer, and is upset that they would default to no bid contract because they ran out of time while also questioning whether Weston and Sampson is reputable. Chair Areson responded to Mr. Forgione that the OPM is an independent person hired by the town and that the Ad Hoc Building Committee is doing its job.

TABLED ITEMS

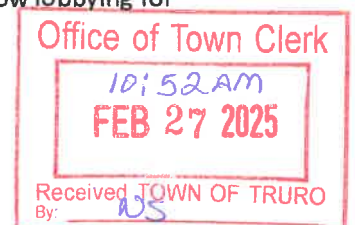
None

SELECT BOARD ACTION

- A. Vote to Enter into a Grant Agreement Amendment with the USDA (United States Department of Agriculture) for the Mill Pond Culvert Replacement Project

Presenter: Jarrod Cabral, DPW Director

USDA reps have been present at meetings each month, but it has been revealed that they do not have the amendment to the existing contract that the town has been awarded. They are now lobbying for



Truro to get a \$1 million grant without a town match attached. They will see the amendment at the end of February after administration changes.

DPW Director Cabral also stated there was a site visit for the OPM for Pamet River, which is being funded by NOAA. There are three applicants, \$50 million. The RFQ is a performance-based process, not price based; able to access 1.2 million grant from NOAA - hope to have in February

- B. Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C.268A

Presenter: Art Hultin, ZBA, and Darrin Tangeman, Town Manager

This agenda item was skipped.

- C. Vote to Set Town Meeting Date, and the Opening and Closing of the Warrant

Presenter: Susan Areson, Chair

Chair Areson stated that for this year's Town Meeting, they should plan for the same number of people as last year. She suggested they hold the meeting on Saturday May 3. Town staff would be able to secure a tent, and the audio-visual set up. She also suggested that the warrant closes March 3.

Chair Areson made a motion that, pursuant to general law chapter 39 section 9, the Select Board set the date for the Annual Town Meeting as May 3, 2025, and open the warrant for the 2025 Annual Town meeting on January 31, 2025 at 8am and close the warrant for petitioned and committee articles on March 3, at 4pm.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

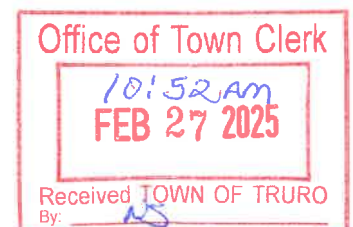
Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

- D. Update on Cloverleaf Development and Discussion and Possible Vote on Groundbreaking Ceremony

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark told the Select Board that a press release for the closing of the Cloverleaf Development is in the packet. She spoke to the project team and they decided on planning a groundbreaking ceremony for mid-March. The project team's primary focus is finalizing conditions in ZBA's comprehensive permit, mobilizing equipment, and beginning to do site work. The town should get out invitations and staff to prepare for the ceremony. The ceremony will be held inside at the community center and then move to the site to actually break the ground. Assistant Town Manager Clark read a list of suggested invites and asked for any others the Board thought was missing. She also



asked them for any ideas that the program should include and for feedback on the time frame or information that should be included.

E. Discussion and Possible Vote on Town Manager Evaluation Scoring

Presenter: Susan Areson, Chair

Chair Areson stated that the Board had discussed the scoring system for the Town Manager Evaluation at a workshop, but that they needed to vote on which scale to use. The Select Board agreed on five goals for the Town Manager and the proposed scoring scales were a 3-scale rating system or a 5-scale rating system. The 3-scale system includes the following options: exceeds expectations, meets expectations, or does not meet expectations. The 5-scale system includes the following options: does not meet expectations, partially meets expectations, meets expectations, exceeds expectations, greatly exceeds expectations. All agreed that the 3-scale rating system was simpler and more concrete and direct. Member Girard-Irwin noted that the 3-scale system is more appropriate considering the scope of the evaluation.

Member Rein moved to approve a 3-scale rating system for the town manager's goals and schedule future discussion on how the numeric ratings will affect potential merit increase.

Clerk Medoff seconded

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

F. Discussion and Possible Vote on 2024 Annual Town Report Cover, Theme and Dedication

Presenter: Darrin Tangeman, Town Manager

The only theme suggested for the Annual Town Report was "Truro Pets". Chair Areson proposed the theme "Truro's icons", though Vice Chair Weinstein noted that might be a good theme for next year when they propose a new town seal. They decided to revisit deciding on the dedication for the Annual Town Report at a later date since it is just one page in the book.

Member Girard-Irwin made a motion to approve "Truro Pets" as the cover and theme for the 2024 annual town report.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

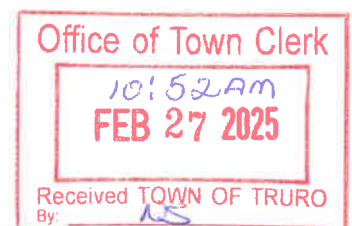
Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.



SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

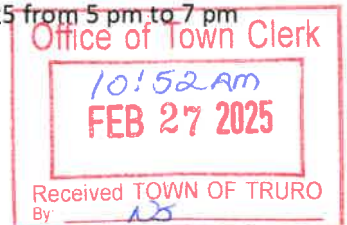
Member Rein stated that she attended the beach commission and that they will hopefully have a new deputy director by March. She informed meeting attendees that Fire and Rescue will be providing "Stop the Bleed" classes in May 2025. She also informed everyone that in late January the paddle craft rack registration will be online. She stated that the Chair Round Tables have been helpful to increase communication and help citizens learn about protocol and job assignments of the Board. Member Rein also proposed they add a future agenda item related to the possible procurement of a facilitator to work with Select Board and Town Manager to delineate roles, jobs, and responsibilities and help with communication between the Board, Members, Town Manager, and Town Staff, for which they would be able to use a line item for a management consultant.

Vice Chair Weinstein stated that there has been a problem of beer cans, and six pack rings left on the ground in town, which shows citizens have broken laws related to open containers and driving and littering. He also noted that people have been leaving bags of dog feces on the paths and roads. His Select Board hours will be at Town Hall on 1/22/25 from 11 am to 12 pm.

Clerk Medoff attended the joint Walsh and Zoning Task Force meeting, which was very collaborative, and noted that there will be another in January. She stated that one of the Select Board goals and objectives is to create a housing playbook, and informed the group that the process has begun by Mara Glatzel and Betty Gallo. She attended the Provincetown and Truro Water and Sewer Board meeting and noted that the Chair suggested that Provincetown inform citizens of the water communications plan. Truro may include the plan in the Town Meeting Report. Clerk Medoff's office hours are generally Thursdays after the Select Board meeting, but she will not be available this week.

Member Girard-Irwin attended the board of health meeting where Brie Smith from Outer Cape Health Services gave updates for the Truro Navigator program, which has been a successful program. She attended the COA Board meeting on 1/8/25 and noted that there are many popular activities hosted by the COA and Recreation Department. She joined a Zoom call with Board, Committee and Commission Chairs, and they set up on their section of the website to put meeting agendas and minutes and committee priorities, focusing on these five pillars: recruiting consistency, advice, collaboration, communication. They created a subcommittee of three members who will be looking at the Board Committee and Commission handbook and policy, which will focus on the five pillars. They have also proposed a Committee Community Board Fair, holding the first in summer and the second in six months, to help others learn what committees are about. Member Girard-Irwin's Select Board hours are on 1/23/25 at the Community Center. She also informed the Board that on 1/16/25, the CPC will have a hybrid meeting to approve the grants that will be voted on at Town Meeting.

Chair Areson attended the Part-time Resident Advisory Committee, which collected feedback of about 120 responses, categorized them, and created subcommittees to make recommendations based on the feedback. Results may be posted online in some way. She was also happy to note that town contracts have been put online by Kelly Clark. She and Paul Wisotzky have done research on electronic voting for Town Meeting, either as a pilot program or budgeted, and have found the Town Moderator Association has lots of resources. The Housing Authority is having a listening session on 1/29/25 from 5 pm to 7 pm



to talk about the Municipal Affordable Housing Trust for the public in February; Chair Areson also informed the Board that the county dredge program is working on permitting and scheduling, and trying to find ways to be more cost efficient. The Seashore Advisory Committee meeting discussed the town's policy on ADUs, which allows ADUs by right in all districts, and the State Affordable Homes Act, which allows ADUs by right in all residential districts. Seashore officials say allowing ADUs in the Seashore conflicts with the Seashore's enabling legislation and risks the loss for property owners of their certificate of suspension of condemnation. A subcommittee was created to research the issue.

B. Town Manager Report

Town Manager Tangeman stated that dog tags would be available 1/28/25. He also noted that they have hired a consulting company to assist with getting the Select Board minutes up to date. He also stated that Assistant Town Manager Clark met with the dredge consultant to discuss early season surveying to help prioritize projects before the season starts.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Annual Business Licenses: Common Victualer-Savory on the Cape
- D. Review and Approve Select Board Meeting Minutes: August 27, 2024 (Regular Meeting); September 10, 2024 (Work Session); September 10, 2024 (Regular Meeting); September 24, 2024 (Regular Meeting)

Chair Areson stated that she sent along corrections for the minutes but if the Board had any other suggestions they can also send them.

Chair Areson moved to approve the Consent Agenda.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

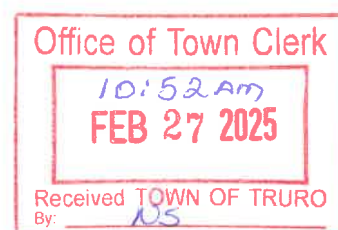
So voted, 5-0-0, motion carries.

NEXT MEETING AGENDA

Regular Meeting: January 28, 2025

Work Sessions to discuss policies

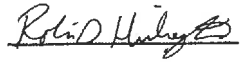
Vice Chair Weinstein made a motion to adjourn at 7:48 pm.



Chair Areson seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator



Susan Areson, Chair

Robert Weinstein, Vice Chair



Nancy Medoff, Clerk



Stephanie Rein, Member



Susan Girard-Irwin, Member

Public Records Material Attachments

Application to Serve - H. Ballard-Gardner

Application to Serve - P. Cook

Application to Serve - S. Lichtenstein

Application to Serve - I. Medley

Application to Serve - C. Nagle

Application to Serve - A. Shenk

Ad Hoc Town Seal Committee Charge

Application to Serve - P. Holt

Application to Serve - H. Irwin

Quitclaim Deed

Zisson & Veara Legal Opinion

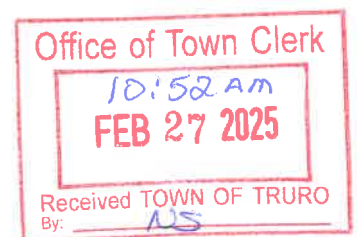
Slade Associates Opinion

KP Law Opinion - Privately Owned Tidelands

Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing

Authority as required by MGL C.268A & 19: Art Hultin

Copy of G.L. c. 268A, s. 29



Press Release *Cloverleaf Financing Officially on Record; Groundbreaking Plans Underway*

Provincetown's May 13, 2024, weighted Town Manager scoring system to establish an overall rating and merit increase recommendation

Town Manager Discussion/Recommendations

2023 Annual Town Report Cover and Dedication

Renewal Application for 2025: Savory on the Cape-Common Victualer

